

CHOWBENT PRIMARY SCHOOL



Headteacher: **Mr. J. Randle** B.A. (Hons)
Laburnum Street
Atherton
Manchester
M46 9FP
Telephone: (01942) 883410
Fax: (01942) 897773
E-mail:
enquiries@admin.chowbent.wigan.sch.uk
Web: www.chowbent.wigan.sch.uk

Dear Parents and Carers

As we start a new school year, we are taking the opportunity to emphasise the importance of attending school regularly.

Last year, our average whole school attendance was in line with the National Average for attendance at school, which means that most children are benefitting fully from what school has to offer. Our expectation of all pupils is that they should have attendance levels at least in line with the average if not better.

Our attendance target this year is for every child over the whole school year to achieve 96% attendance, which is no more than 7 days off across this school year. This accounts for unavoidable absences due to illness and is also the point at which low attendance begins to have notable effects upon progress and attainment. If a child can achieve 100% then that's even better!



Each absence from school is classed as either authorised or unauthorised. Absences are coded in the register as authorised where reasons are considered valid and unauthorised where no explanation or unacceptable reasons are given. We do however appreciate that children can become ill and may need to be absent until they feel better but we aim, as a school, to ensure every child attends when they are fit and able to do so. If you are not sure whether or not your child should be in school, or if they have a specific illness how long they should be off for, it is always recommended to check in with the school office for advice.

The absence procedure we follow in school, in line with our attendance policy:

We ask all parents and carers to contact school, via telephone or email, if your child is absent. A telephone call will be made to the parent or carer of any pupil who has not reported their child's absence on the first day that they do not attend.

We will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.





The table below shows the amount of lost learning a child may have by missing school by year end.

100% attendance	Zero days missed
99% attendance	Two days of absence across the year
97% attendance	Five days of absence across the year
96% attendance	Seven days of absence across the year: one week of learning missed.
95% attendance	Nine days of absence across the year: one week and four days of learning missed.
92% attendance	Fifteen days of absence across the year: three week of learning missed.
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed.
75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.

Attendance %	Action taken by school
93 - 95.9%	If your child's attendance falls below 96% in any half term, you will receive a letter from school to inform you that your child's attendance is being monitored for the half term to ensure improvements are made.
90.1 – 92.9%	Should your child's attendance continue to fall to below 93%, you will receive a letter to inform you that your child is at risk of becoming persistently absent (90% or less) and depending on the reason for the absence may receive a phone call from Mrs. Felton (Safeguarding & Inclusion Lead). We will always endeavor to initially work with you to improve on attendance levels. Usually this involves an invite to an attendance clinic with Mr Randle and Mrs Felton to unpick what is going on and to agree some actions that can be taken to improve attendance.
80% - 90% Persistently absent	Should your child's attendance fall below 90% they are persistently absent. You will receive a letter informing you that following our concerns, we will be unable to authorise any further absences without medical evidence. We may also make a home visit to ensure all is well.
80% or less	Should your child's attendance fall below 80% they are severely absent. Continued poor attendance and no improvements seen will result in an additional formal meeting with the parent/carer, Headteacher. An Early Help referral will be made and an agreed programme of support formed following discussions with the parent/carer Where a pupil has been absent from school without authorisation for 20 consecutive school days, the Headteacher will be informed and the appropriate procedure as per the school policy will be actioned e.g. Child Missing in Education.



Punctuality

Alongside good attendance it is also very important that children establish good routines and habits in arriving to school on time to prevent disruption to their learning and the learning of others.

The school day time starts at 8.50am. If a child arrives after school registers are closed then they will receive an absence mark for that session.

Term-time leave

We require parents and carers to observe the school holidays as prescribed; therefore we are unable to authorise holidays during term-time, unless in the most exceptional circumstances.

Any leave of absence is at the discretion of the Headteacher and it will require supporting evidence. Requests for leave will not be granted in the following circumstances:

- Immediately before and during National Assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10% for any reason

If parents take their child out of school during term-time without authorisation from the Headteacher, you may be subject to sanctions such as penalty fines from the Local Authority.

I appreciate there is a lot of information in this letter but it is important to share with you our school policy and procedures on attendance. If you would like to discuss this letter further please do not hesitate to contact me.

J. Randle
Headteacher